

Hello all,

Capitol Technology University is continuing to monitor the spread of the Coronavirus/Covid-19 in the D.C., Maryland, and Virginia (DMV) region. After Governor of Maryland, Larry Hogan, announced three confirmed cases of the virus in Maryland yesterday evening the university's Emergency Response Team has determined that university is at a Level 2 response.

In preparation for confirmed cases in areas surrounding the university, Capitol has purchased hand sanitizer, disinfectant wipes, and bleach which will be placed in communal student areas such as classrooms, the library, and the student center. The university's cleaning staff will also be sanitizing and deep-cleaning these communal spaces over Reading Week and will continue to do so on a consistent basis once students return.

In addition to these measures, Capitol is instituting social distancing protocols within administrative and faculty offices. Generally, social distancing calls for people to be at least 6 feet apart to minimize the risk of spreading the virus. Social distancing is not possible in all situations that exist on campus. Students are advised to use this guideline when possible to assist in preventing the spread of the virus. As of today, March 6, 2020, all scheduled university events will continue as planned unless otherwise state by the institution. Capitol will continue to watch the evolution of the situation and will send emails and post news on MyCapitol and the website with future developments.

While these new cases in Maryland have raised the institutional response from a Level 1 to a Level 2, this is primarily a precautionary action to protect our campus community. For all those traveling during Reading Week, please be safe and be sure to take proper precautions while in transit.

What campus community members can do:

- Wash your hands frequently using soap and water for at least 20 seconds.
- Use alcohol based hand sanitizer when necessary.
- Faculty and staff can contact their immediate supervisor and students can contact student life ([studentlife@captechu.edu](mailto:studentlife@captechu.edu)) if they have underlying health condition and would like to discuss additional accommodations.
- If you have a fever (over 100 degrees), cough, body aches, or other flu like symptoms contact your doctor.
- Limit physical contact with others and respect the personal space of others.
- Cover your cough or sneezes with a tissue or sleeve, not your hand.
- Avoid touching your eyes, nose, or mouth.
- Avoid contact with those who are ill.
- If you have been in contact with someone with flu like symptoms contact your doctor.

What the university is doing:

- The university is continuing a liberal absence policy for students. Students who are absent no more than 2 class sessions of the same class in a row will be given time to complete assignments, take exams, and participate in labs. Emphasis will be reduced on grading practices which require attendance.
- The university is continuing to institute a mandatory absence policy for all students, faculty, and staff displaying flu like symptoms. Anyone who comes to campus displaying flu like symptoms will be asked to leave for the protection of the individual and campus community.

- Staff who work in close proximity to other staff, faculty, or student workers will be relocated to a new location that provides the 6-foot radius recommended by social distancing guidelines.
- Any student, faculty, or staff member who is absent for more than one week will be required to provide medical documentation to receive the benefits of excused leave.
- Faculty are encouraged to work from home during Reading Week.
- Members of the campus community who are asked to voluntarily quarantine should not come to campus. Faculty and Staff should notify Human Resources [hr@CapTechU.edu](mailto:hr@CapTechU.edu) and the direct supervisor, while students should notify Student Life [studentlife@CapTechU.edu](mailto:studentlife@CapTechU.edu).
- Faculty and staff will notify Student Life of any student who is absent for more than one week due to illness. Student Life will request medical documentation to support the absence.
- The Emergency Response Team continues to monitor Coronavirus/covid-19. We will update you as to additional measures as needed and as to when the liberal attendance policy for students and mandatory absence policy for those who are ill is rescinded.

By remaining vigilant and proactive we decrease the impact of this situation.

For more information on the coronavirus in Maryland, please read live updates from [CNBC](#), a summary of the virus from the [Center for Disease Control and Prevention](#), and a list of symptoms from the [World Health Organization](#) symptoms. Take care everyone.